



Position Title : **Capacity Building Assistant**  
Duty Station : **Port Sudan, Sudan**  
Classification : **G5**  
Type of Appointment : **One-year fixed term with possibility of extension**  
Estimated Start Date : **As soon as possible**  
Closing Date : **May 11, 2024**  
Reference Code : **VN 23 2024**

Established in 1951, IOM is the leading inter-governmental organization in the field of migration and works closely with governmental, intergovernmental and non-governmental partners. IOM is dedicated to promoting humane and orderly migration for the benefit of all. It does so by providing services and advice to governments and migrants.

IOM is committed to a diverse and inclusive environment. Internal and external candidates are eligible to apply to this vacancy. For the purpose of the vacancy, internal candidates are considered as first-tier candidates.

**Context:**

Under the overall supervision of the Grants Management & Capacity Building (GMCB) Coordinator, and the direct supervision of the National Localization & Capacity Building Officer, the successful candidate will be responsible for supporting capacity building activities for non-government organizations (NGOs), community-based organizations (CBOs), and civil society organizations (CSOs) who are currently or may in the future serve as implementing partners (IPs) to facilitate the delivery of rapid assistance and carry out activities for humanitarian, development, and peacebuilding assistance furthering the principles of localization and ownership of the community in operations and assistance. In addition to supporting trainings and capacity building events, the Capacity Building Assistant will support in the creation and maintenance of a vetted pool of implementing partners capable of delivering lifesaving assistance throughout Sudan, and especially in areas where IOM or the UN have limited access and implementation through IPs is most viable option.

**Core Functions / Responsibilities:**

1. Assist in tracking the overall status of capacity building activities, ensuring alignment with project scopes and objectives.
2. Support the maintenance of a vetted pool of implementing partners, aiding in the identification and assessment of new partners. Ensure information management systems remain up to date concerning the profile, due diligence and engagement of all partners.
3. Support in the identification of potential partners to carry out needed project activities based on the partner pool.

4. Contribute to the development and delivery of training to staff and implementing partners, enhancing their capacity to deliver assistance.
5. Liaise with internal and external stakeholders on sector-specific or cross-cutting capacity building activities as necessary.
6. Facilitate the preparation and submission of internal and external reports, updates, and beneficiary lists for capacity building activities.
7. Monitor the use of training materials, coordinating pre- and post-training assessments to evaluate the effectiveness of capacity building activities.
8. Support programmatic assessments of capacity and due diligence of implementing partners, in line with organizational standards.
9. Ensure accurate and timely data entry into capacity building tracking systems and management platforms.
10. Maintain comprehensive records of all capacity building activities, ensuring compliance with donor requirements and organizational policies.
11. Support the Capacity Building Officer in leading the team and managing the portfolio of activities, stepping in to guide the team as needed.
12. Undertake duty travel as needed.
13. Other tasks as may be assigned.

### ***Required Qualifications and Experience***

#### **Education**

- Bachelor's degree in political or social sciences, Law and/or International Relations, Education, or a related field with at least three (3) years of relevant work experience; or
- High-school diploma with at least five (5) years of relevant work experience.

#### **Experience**

- Experience in assisting in the implementation of capacity building programs and initiatives.
- Experience in managing or supporting projects, with a focus on capacity development.
- Demonstrated ability to work effectively with a variety of stakeholders.

#### **Skills**

- In depth knowledge of IP / grant award cycle and IOM internal procedures and controls for implementing partners.



- Familiarity with major crisis response sectors (WASH, Health, SNFI, etc.) and their core activities
- Familiarity with Information Management or Grant Management Systems

### Languages

Fluency in English and Arabic is required (oral and written).

### Required Competencies

**Values** – all IOM staff members must abide by and demonstrate these values:

- **Inclusion and respect for diversity:** respects and promotes individual and cultural differences; encourages diversity and inclusion wherever possible.
- **Integrity and transparency:** maintains high ethical standards and acts in a manner consistent with organizational principles/rules and standards of conduct.
- **Professionalism:** demonstrates ability to work in a composed, competent and committed manner and exercises careful judgment in meeting day-to-day challenges.

**Core Competencies** – behavioral indicators level 1

- **Teamwork:** develops and promotes effective collaboration within and across units to achieve shared goals and optimize results.
- **Delivering results** produces and delivers quality results in a service-oriented and timely manner; is action oriented and committed to achieving agreed outcomes.
- **Managing and sharing knowledge** continuously seeks to learn, share knowledge and innovate.
- **Accountability:** takes ownership of achieving the Organization's priorities and assumes responsibility for own action and delegated work.
- **Communication:** encourages and contributes to clear and open communication; explains complex matters in an informative, inspiring, and motivational way.

### Other

- Any offer made to the candidate in relation to this vacancy notice is **subject to funding confirmation.**
- Only candidates residing in either the duty station or from a location in a neighboring province that is within commuting distance of the duty station will be considered.
- Appointment will be subject to certification that the candidate is medically fit for appointment. Subject to certain exemptions, vaccination against COVID-19 will in principle be required for individuals hired on or after 15 November 2021. This will be verified as part of the medical clearance process.
- Accommodation is not provided.
- This position is open to **ONLY Sudanese nationals.**



- Vacancy close at 23:59 local time Khartoum, Sudan on the respective closing date. No late applications will be accepted.

### ***How to apply***

Interested candidates are invited to submit their applications via email referencing subject as “**VN 23 2024 Capacity Building Assistant – G5 – Port Sudan**”

Kindly send the following document to: [sudancareer@iom.int](mailto:sudancareer@iom.int)

1. Cover Letter
2. CV
3. PHF (Personal History Form)

***Any application that does not comply with the above-mentioned instructions will be automatically excluded from the process. Only shortlisted candidates will be contacted.***

### ***Posting Period***

From 05.05.2024 to 11.05.2024.

### ***No Fees:***

IOM does not charge a fee at any stage of its recruitment process (application, interview, processing, training or other fee). IOM does not request any information related to bank accounts.